



**Tennessee Rehabilitative  
Initiative in Correction**

**Website:**

[www.TRICOR.org](http://www.TRICOR.org)

**To apply please submit your  
resume or application via:**

**Email:**

[TRICOR.HumanResources@tn.gov](mailto:TRICOR.HumanResources@tn.gov)

Or

**Mail to:**

240 Great Circle Road

Suite 310

Nashville, TN 37228

**For more information contact  
Nikki Turner at 615.741.5705**



**All State of Tennessee facilities  
are smoke free environments.  
The State of Tennessee is an  
equal opportunity, equal access,  
affirmative action employer.**

**TRICOR Accounting Technician I – Accounts Payable**

**TRICOR Central Office**

**Job Class: Non-preferred**

**Location: Davidson County**

*TRICOR, a self-supported agency of the State of Tennessee, prepares Offenders for success after release. Our creative workforce solutions create value for Partners, Taxpayers and the Tennessee Economy.*

**Job Description:** To support the TRICOR operation by ensuring timely payments to vendors. To Safeguard all outgoing cash by making sure all appropriate documentation is verified and filed with the original copy of the invoices prior to payment. Manage and coach the offender clerk assigned to the A/P Accounting Technician and provide real world work experience to the offender clerk to help prepare the offender for success after release.

**Primary responsibilities:**

- Enter vouchers and invoices into TIMS operating system in preparation of the month end balance sheet reconciliation.
- Issue stop payments and reissues of checks when necessary.
- Managing the offender clerk assigned to A/P.
- Maintain payment files for all vendors.
- Insure speedy payment thru the states Edison system.
- Approve purchasing card transactions in Edison.
- Backup receptionist when and if needed.

**Education and Experience:**

- Standard high school diploma or equivalent is required. Associates and/or Bachelor's degree preferred.
- A minimum of 2 years' experience in full-time clerical accounting position; accounting related coursework from an accredited college or university. This may be substituted for experience. Supervisory experience is preferred.
- Able to work within TDOC facilities and with offenders.
- Must be able to pass a background check and drug screen.

**Key Knowledge, Skills, Abilities and Competencies:**

Detail Orientated, Time Management, Team Oriented, Process Improvement, Critical Thinking, Results Orientated, Strong Initiative, Mathematical Reasoning, Verbal/Written Communication, Problem Solving, Active Listening, Troubleshooting.

*Our Mission: To prepare offenders for success after release.*